

SCHOOL SECRETARY I

THE DUTIES: The Milwaukee Public Schools (Milwaukee Board of School Directors) employs School Secretary Is in school and departmental offices throughout the City of Milwaukee. Under supervision, School Secretary Is perform a wide variety of duties in such areas as enrollment, student records, student transportation, payroll, the lunch program, field trips, and supply and cash handling. These duties require frequent contact and interaction with parents, students, and other school district staff.

ESSENTIAL FUNCTIONS:

- ◆ Performs secretarial duties for the principal and other administrative staff, including distributing mail, word processing, maintaining schedules and calendars and general data entry into MPS databases.
- ◆ Receives messages and communicates via telephone and in person with parents, the public, students and other school personnel.
- ◆ Establishes and maintains records and files.
- ◆ Assists in maintaining school cost center budgets related to ordering, receiving and distributing materials and supplies.
- ◆ Assists with tracking hours for payroll purposes.
- ◆ Operates office machines and equipment necessary for efficient operation of the school office.
- ◆ Assists students with minor health concerns, such as providing bandages, aspirin, and ice bags. Contacts parents as necessary.
- ◆ Performs other duties as assigned.

MINIMUM REQUIREMENTS:

1. One year of job related word processing and spreadsheet experience.
NOTE: Formal word processing/spreadsheet software training may substituted for part or all of the word processing/spreadsheet experience requirement.
NOTE: **Candidates who meet the minimum requirements for the School Secretary I position will be required to pass a proficiency exam in Microsoft Word (version 2007).**
2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

DESIRABLE QUALIFICATIONS:

- ◆ High School Diploma or GED.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ◆ Effective oral and written communication skills.
- ◆ Ability to perform basic math calculations and handle cash accurately.
- ◆ Basic keyboarding skills and the ability to learn and use departmental computer software.
- ◆ Ability to accurately maintain numerical and alphabetical filing systems.
- ◆ Ability to learn and use various types of office equipment.
- ◆ Ability to take directions, work in a team environment and maintain good working relationships with multi-cultural students, coworkers and the public.
- ◆ Ability to multi-task and meet varying deadlines regularly.
- ◆ Ability to maintain confidentiality regarding all work activities.
- ◆ Customer service skills and the ability to represent the school in a positive manner.

THE CURRENT SALARY RANGE IS: \$21,574 - \$29,038 (10 month) and
\$24,938 - \$33,522 (12 month)
Milwaukee Public Schools provides excellent fringe benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral, or performance examinations; or other assessment methods. The Department of Employee

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Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 16, 2012**. *Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.*

APPLICATIONS and further information may be obtained on our web site: **www.milwaukee.gov/jobs** or in person or via mail from City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, or by calling (414) 286-3751.

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